

## **FAQ's for Substance Abuse Unit – Licensing**

### **Q. What types of substance abuse programs are licensed by OHCQ?**

A. All programs offering drug and alcohol treatment, care, and rehabilitation are required to be certified unless they fall into the following categories:

- A health professional licensed under the Health Occupations Article who is treating patients within the scope of the professional's practice and who does not advertise the practice as an alcohol abuse or drug abuse program;
- Alcoholics Anonymous, Narcotics Anonymous, transitional housing programs, or other similar organizations, if the organization holds meetings or provides support services to help individuals who show the effects of drug abuse or alcohol abuse;
- An employees' assistance program of a business entity; and
- A hospital as defined in Health-General Article, §19-301, Annotated Code of Maryland, accredited by the Joint Commission on Accreditation of Health Care Organizations with a separately accredited alcohol and drug abuse program.

### **Q. Is the exemption applied for ongoing in hospital systems or does it have to be renewed?**

A. Each approved certification exemption is time limited, as approved by the Administration in writing. Usually, the exemption is for the length of time approved on the hospitals current Joint Commission behavioral health standards accreditation certificate.

### **Q. What must be submitted to OHCQ to evaluate the Hospital's request for certification exemption?**

A. The hospital must provide the following:

- An application approved by the Administration.
- A copy of the hospitals current Joint Commission accreditation certificate.
- The program service plan as detailed in COMAR 10.47.01.03D.(2) – description of the programs scope, target population, description of medical staff, staff positions with job descriptions, organizational chart, list of services, types of counseling sessions, names of clinical supervisors and counselors, referral services, planning protocol for patient transfer or discharge, family services plan, etc...
- A copy of the current Joint Commission accreditation report.
- A current fire inspection certification.

### **Q. How do I apply to become a certified Substance Abuse Provider?**

A. An applicant for certification of a program shall submit to the Office of Health Care Quality a completed application, which is available at <http://dhmh.maryland.gov/ohcq/SA/>  
All programs must comply with COMAR Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE Subtitle 47 ALCOHOL AND DRUG ABUSE ADMINISTRATION (COMAR 10.47). COMAR 10.47 is available online at the Alcohol and Drug Abuse Administrations website <http://adaa.dhmh.maryland.gov/SitePages/COMAR.aspx>.

### **Q. Is there any other documentation required in addition to the completed application?**

A. In addition to the application, the applicant must submit documentation of the program service plan as described in COMAR 10.47.01.03D(2); Satisfactory fire, safety, zoning and health inspection reports; and a complete Policy and Procedure Manual that is in compliance with COMAR 10.47.01 and the applicable specific program requirements under COMAR 10.47.02.

**Q. Can I submit my application for review, even if I do not have all the required information?**

A. If an incomplete application or information they will request the information in writing. The application shall remain open for 6 months after the information is requested. If the program does not provide the requested information, OHCQ shall close the application.

**Q. My program certification expires soon. What do I have to do to apply for recertification?**

A. Comply with local, federal, State laws and local sanitation, building, fire codes, and zoning requirements. Make certain that you have a current State fire inspection. A renewal is submitted, only, if you are requesting a recertification of the same program levels of treatment last certified. Complete the current application approved by the Administration and indicate in the “type of certification” section that you wish a renewal of your current certification. Mail the completed application to the Office of Health Care Quality. In accordance with the provisions of State Government Article 10-226(b) a sufficient application for renewal of the license must be made at least two calendar weeks prior to the expiration of the license if that license is to remain in effect while the unit makes a final decision on its status. Your approval will then remain in effect until such time as a renewal decision is made.

**Q.What must I do to provide Opioid Maintenance Therapy?**

A. Before applying, applicants should ensure they have secured a site and have approved zoning documents. Applicants shall also comply with Federal Regulation 42 CFR 8. Since these programs require both state and federal approval, there are additional application steps within 42 CFR 8 found at the following link online: [http://www.access.gpo.gov/nara/cfr/waisidx\\_02/42cfr8\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/42cfr8_02.html) . Scroll to the bottom of the link above and locate Chapter I - PUBLIC HEALTH SERVICE, DEPARTMENT OF HEALTH AND HUMAN SERVICES (Parts 1 - 137). Chapter 8 begins on page 54.

**Q. Are there any other websites that provide information about providing Opioid Maintenance Therapy?**

A. Other helpful websites for applicants:

<http://adaa.dhmmh.maryland.gov/SitePages/State%20Opioid%20Treatment%20Authority%20SOTA.aspx>

<http://www.justice.gov/dea/>

<http://www.samhsa.gov/>

**Q. Where can I obtain information for locating a doctor with ASAM Certification**

A. The following websites will provide helpful information for locating a doctor with ASAM Certification: [www.mdpsych.org](http://www.mdpsych.org) ; [www.medchi.org](http://www.medchi.org); [www.locumtenens.com](http://www.locumtenens.com); [www.comphealth.com](http://www.comphealth.com); [www.asam.org](http://www.asam.org)

**Q. Are there templates for the policies and procedure manual and other required documents?**

A. No, we do not utilize templates. COMAR 10.47.01 and the applicable specific program requirements under COMAR 10.47.02.provide direction regarding what should be included in the Policies and Procedures Manual.